



## Facilities Reservation Request

Todays Date: \_\_\_\_\_ Event Date: \_\_\_\_\_ Organization: \_\_\_\_\_

Event Name: \_\_\_\_\_ Number of Attendees \_\_\_\_\_

Requested by: \_\_\_\_\_ Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Rooms Requested: \_\_\_\_\_

*If set-up and/or equipment required, please complete page 2 of this document*

Gathering Plaza Table (*Tables must remain where they've been placed*)

Event Start Time: \_\_\_\_\_ Event EndTime: \_\_\_\_\_

Set-up Time Needed: \_\_\_\_\_ Clean-up Time Needed: \_\_\_\_\_

Food being served?  Yes  No

Post event on St. Martin website Calendar?  Yes  No

Recurrent Event Frequency:

Daily

Every

Sun.

Mon.

Tues.

Weekly

Every Other

Wed.

Thurs.

Fri.

Sat.

Day of the Month

Every

1<sup>st</sup>

2<sup>nd</sup>

3<sup>rd</sup>

4<sup>th</sup>

last

Date range from: \_\_\_\_\_ to \_\_\_\_\_

Skip dates/months of: \_\_\_\_\_

Does event involve the sale of goods?  Yes  No

*If yes, what is being sold?*

Does event involve a Speaker?  Yes  No

*If yes, Speaker Approval Form must be submitted to Pastor*

Does event involve a need for Childcare?

*Childcare providers must be adults trained in Diocesan Safety Requirements, fingerprinted and approved by parish administration.*

### For Office Use Only

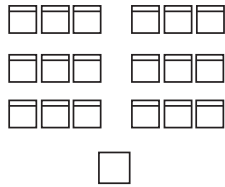
Date: \_\_\_\_\_ Submitted to Parish Office

\_\_\_\_\_ Pastor approval (Parish Hall)

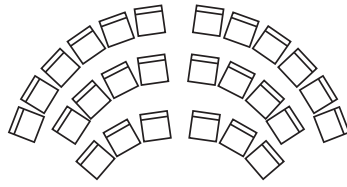
\_\_\_\_\_ Submitted to the Facility Coordinator (Parish Hall)

**Note:** Room Set-up will be arranged by parish maintenance staff based on time available, otherwise tables and chairs will be made available in rooms for each group to set-up and take down.

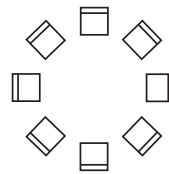
**Assembly Style**  
*Chairs only*



**Theatre Style**  
*Chairs only*



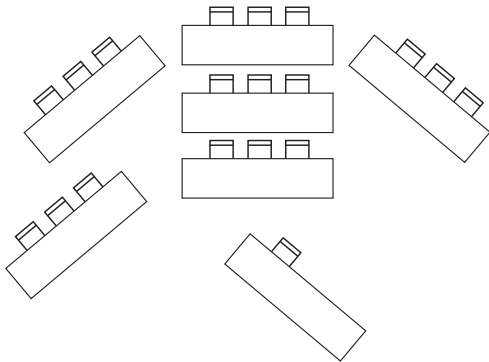
**Circle Style**  
*Chairs only*



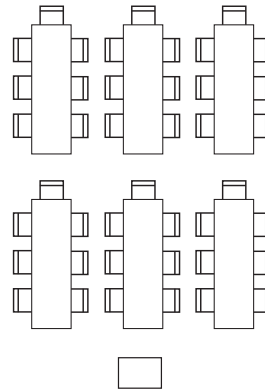
**Other**

*Attach a separate sheet with diagram*

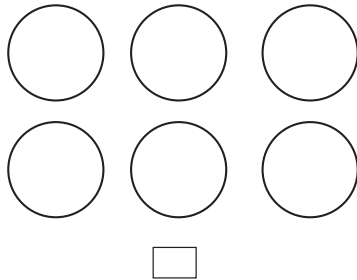
**Theater Conference Style with Table & Chairs**



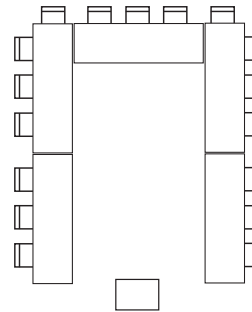
**Classroom Conference Style with Table & Chairs**



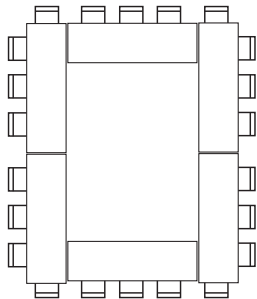
**Round Tables & Chairs**  
*(Parish Hall set-up only)*



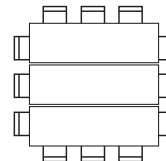
**Presentation Style with Table & Chairs**



**Square Shape Conference Style with Space in the Middle**



**Meeting Style with Table & Chairs**



**Special Equipment Needed:**

- Microphone & Stand     Sound Equipment     TV/VCR (DVD)
- Laptop & Projector     Table & Chairs for Courtyard     White-board
- Podium     Easel

Other \_\_\_\_\_